

FAÇADE IMPROVEMENT GRANT PROGRAM

2022 APPLICATION

Applicant Name: _____

Contact Name: _____

Tenant Name: _____

Business Name: _____

Phone # _____ Fax # _____

Email Address: _____

Project Address: _____

Mailing Address: _____

Does the applicant own the project building? _____ Yes _____ No

If the answer to the above question is NO, please attach a letter from the building owner expressing approval of the project proposal.

Will you be using the services of an architect, engineer or contractor? _____ Yes _____ No

If yes, list your architect, engineer or contractor of preference with name and contact number of business:

Name: _____ Phone # _____

Estimated Total Project Cost: (A) _____

Owner to Match 25% of Total: (B) _____

Total Grant Requested: (A-B) _____

(may not exceed 75% of total project)

Attach qualified contractor bid documents and all cost breakdowns by category, such as masonry repair, window replacement, etc.

Proposed Start Date: _____ Proposed Completion Date: _____

What is the existing use of the building? _____

Will this project proposal cause a change in the building's use? _____ Yes _____ No

If yes, please explain: _____

Please write a summary of the complete project scope (you may attach additional pages):

Signature of Applicant

Signature of Property Owner

Applicants who deviate from the approved application will be disqualified from this Grant Program.

Submit completed application to Historic Marion Revitalization Association, Attention FIC.

For all questions, please contact the Executive Director at 843.423.9918 or hmra@theswampfox.org

103 East Dozier Street, Marion, South Carolina 29571

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SUBSTITUTE W-9 REQUEST FOR TAXPAYER IDENTIFICATION NUMBER & CERTIFICATION

In order to comply with the Internal Revenue Code, we are required to obtain your Federal Identification Number to be used in reporting the payments we make to you. Please complete the following information and return to the address below. Please type or print your information on the form below. Your cooperation in this matter is greatly appreciated.

Vendor:

Address:

City, State, Zip:

Please mark the Type of Entity:

- Individual
- Sole Proprietor
- Corporation
- Partnership
- Governmental Unit
- LLC or other

Company Name

Employer Identification #

If individual or sole proprietor, also give name and SSN:

Name (print)

SSN

Authorized Signature

Title

Date

Telephone #:

Email Address:

HISTORIC MARION REVITALIZATION ASSOCIATION

FAÇADE IMPROVEMENT GRANT PROGRAM

Program Guidelines

The Historic Marion Revitalization Association desires to encourage preservation of buildings and structures with significant historic value within the City of Marion. In line with this objective, Historic Marion Revitalization Association (HMRA) has created the Façade Improvement Grant Program to oversee and support the efforts of improvements to the exterior of commercial property in the downtown historic district. The Façade Improvement Committee as outlined below administers the Façade Improvement Grant Program. The funding of this program is awarded through the Historic Marion Revitalization Association and is generously funded by donations from private and public funds.

PURPOSE

The HMRA Façade Improvement Grant Program (FIGP) provides financial assistance to commercial property owners and business owners in the Historic District that qualify for façade improvements. The purpose of the Façade Improvement Grant Program is to support the revitalization of Marion's Historic District by stimulating private investments in high-quality improvements that enhance the appearance of buildings and properties and eliminate blight and non-conforming design standards.

FAÇADE IMPROVEMENT COMMITTEE

The Façade Improvement Committee (FIC) is a five-person committee consisting of the City Administrator for the City of Marion, HMRA Executive Director, one or two members of the HMRA board of directors, and one or two at-large community members appointed by the HMRA Executive Director. Term limits for the at-large community members are not to exceed 4 years.

HISTORIC DISTRICT

Marion City Historic District boundaries are established as:

- Godbolt St. on the south
- Pine Street on the east
- Bobby Gerald Parkway on the north
- Tom Gasque on the west

ELIGIBILITY

Eligible Applicants:

Eligible applicants include owners of commercial properties and owners/managers of businesses located in the designated districts with the City of Marion and you must be a current business member of HMRA. Business owners/managers who are leasing a building for which

improvements are proposed must submit a letter from the owner giving consent and approval of proposed project plans with their completed application. Only businesses whose existing use is allowable by the City's current codes and regulations are eligible for funding through the FIGP. The FIC reserves the right to deny funding to applicants who are delinquent on payment of fines or fees.

Eligible Expenditures:

For purposes of the program, eligible expenditures shall include expenses related solely to those exterior improvements, which are eligible for reimbursement, as outlined in the program guidelines and determined by the FIC; excludes expenditures related to interior improvements, improvements required as a result of code violations, or other expenditures deemed ineligible by the FIC.

Improvements must be approved by the Historic Marion Commission and deemed consistent with streetscape in master plans for the area in which the property is located.

Eligible Improvements include:

- Exterior building improvements (cosmetic and/or structural)
- Signage
- Lighting
- Permanent landscaping

Examples:

- *Exterior painting or surface treatment*
- *Decorative awnings*
- *Window and/or door replacements or modifications*
- *Storefront enhancements*
- *Landscaping*
- *Irrigation*
- *Streetscape*
- *Outdoor patios and decks*
- *Exterior wall lighting*
- *Decorative post lighting and architectural features*

Ineligible improvements include:

- Required improvements as a result of a violation notice or citation
- Site furnishings
- Amenities
- Non-permanent structures
- Façade changes influenced primarily by security

A licensed contractor, legally operating in the City of Marion, must complete all work. The applicants should contact the City for assistance with permitting and business licensing.

Maximum Allowable Award: The program provides a one-time reimbursement grant, with the applicant providing a minimum match of 25%.

Example 1: If the applicant is awarded a grant in the amount of \$5,000, the building owner must provide a minimum of \$1,250 toward the façade improvement project making total improvement project budget a minimum of \$6,250.

How to Apply

APPLICATION PROCESS

- The Façade Improvement Grant Applications are available at the HMRA Business Center and the following website: www.theswampfox.org
- Although it is not a requirement, it is recommended that you consult with an architect regarding any structural or major façade renovation activities. Architectural plans, elevations, and/or perspective drawings and sketches illustrating the alterations, including color samples **must be** submitted with your application.
- If deemed necessary by the FIC, a meeting may be arranged to discuss your proposed project and any site plans developed. Any questions regarding the ordinance and related matters may be discussed with appropriate City Staff.
- Grants awarded will be made at the discretion of the FIC.

APPLICATION AND DOCUMENTATION FOR INCLUSION IN REVIEW

All completed applications must include but are not limited to the following:

1. Verification of property ownership (Title or Deed of Trust) **OR** a letter from the property owner giving consent to perform the changes
2. Plan of work provided by contractor. Plan for work must include sufficient documentation/detail to provide an understanding of the project.
3. Timeline for project completion - **Project MUST be initiated by 45 days of application approval. Projects must be completed within 60 days of beginning work. If additional time is needed, a letter requesting an extension must be submitted to the FIC prior to either deadline.**
4. Detailed pricing per contractor to include total estimate of project budget. Only one price quote is required with the application; however, the FIC reserves the right to require additional price quotes from licensed contractors as deemed appropriate.
5. A minimum of two colored photos showing the existing building (front and all side elevations)
6. Color samples of any paint changes
7. Images of proposed signage with information to include materials
8. Specific photos of new amenities to be added (lighting, awning, etc.)
9. A completed W9 Form

In all applications, the FIC shall determine when sufficient documentation is available to make a recommendation regarding grant request. If additional information is deemed necessary to adequately evaluate the application, the FIC shall make the request to the applicant for additional information.

APPLICATION DEADLINE

Applications will be accepted and reviewed quarterly, at a minimum. Once the applications have been received the FIC will work together to review all applications and award funding as approved within 60 days of review.

REIMBURSEMENT REQUIREMENTS

- Grant monies will be distributed to the applicant based upon the following activities:
 - a. Monitoring of the project per the City Administration
 - b. Any and all changes, **not prior approved**, from the original application must be approved by the FIC. Approved changes in work specifications must be attached to the original dated application. **Any unapproved deviations from the original work specified in the application may disqualify the applicant.**
 - c. The applicant and Zoning Administrator will conduct a final inspection and the Zoning Administrator will provide a Certificate of Approval.
 - d. The invoices, receipts, and copies of checks will be reviewed by the FIC to ensure compliance with the original application. A final approval and final award will be provided by the FIC.

APPLICANTS WHO DEVIATE FROM THE APPROVED APPLICATION PROCESS WILL BE DISQUALIFIED FROM THE GRANT PROGRAM

GRANT POLICY

The FIC will not use race, sex, age, or religion as grounds for refusing a grant to an eligible applicant.

Grant recipients will agree to place a Façade Improvement Grant Recipient sign at the construction site, during the time of improvements, and in their storefront window for 180 days after the completion of the project.